

DEQ MINI-GRANT PROGRAM FINAL REPORT GUIDANCE

Section 1: Invoice

Attach invoice document which displays itemized costs and provides the 40% non-federal in-kind or cash match.

Section 2: Final Report

The final report should include:

- 1) Overall goal of the project
- 2) Nonpoint source pollution or water quality issue that is addressed
- 3) Activities planned to address water related issue
- 4) Collaborative parties involved
- 5) Knowledge, skill & abilities developed for project participants
- 6) Conclusions, outcomes and long-term impacts from the project
- 7) Opportunities for project continuation or expansion
- 8) Recommendations

Recommendations from the grantee are a valuable part of the report, on what could be done differently to make this an even more successful project. These could be things that needed to be addressed during this project, recommendations on how the project should continue, how the project should be operated and maintained (if applicable) and any other points of view the grantee deems necessary to bring forth. It is lessons learned and what needs to be done differently or needs to be done to make and keep the project successful.

Section 3: Products

Include products if you have them (i.e. DVD, brochures, maps, a spreadsheet of analysis and results of data collected, pictures, copies of meeting agendas and minutes.....anything that will enhance the report).

Section 4: Press Release

A press release is important and keeps the local public informed on what's going on in the community. It gives credit to both your local entity and DEQ, and provides a way for others to get information on how to get involved.

A Final Note:

Please remember, this report is to be a STAND ALONE DOCUMENT! In other words, this report must be something that a person off the street can pick up and read and get the entire picture of the project from beginning to end, including the results of the project and understanding why it was undertaken in the first place. The report should not leave a person asking questions of who, what, where, when, why or how? In other words, do not use simple statement of "educated 40 teachers on watershed xxx" as that leaves questions of what kind of education, how they were educated, why were they educated, what benefit will that provide to the watershed, etc. Be complete as this in the final report!